

**SENATE MEETING
PUBLIC SESSION
MINUTES**

August 23, 2017
3:30 – 5:30 PM

Senate Chambers (Room 1079 Charles J McCaffray Hall)

Present: B. Annear (Secretary of Senate), S. Barton, S. Beeler, A. Blanding, M. Bouchard, D. Casperson, R. Chowdhury, M. Dale, I. Hartley, L. Haslett, K. Hirsh-Pearson, K. Howitt (Recording Secretary), N. Huynh, P. Jackson, E. Jensen, A. Larsen, H. Massingham, B. Menounos (Vice Chair), J. Moore, G. Nixon, A. Oguntola, A. Palmer, L. Roodenburg, D. Ryan, A. Stroet, H. Smith (Dean, CASHS acting officer), T. Tannert, D. Weeks (Chair), D. Wessell Lightfoot, C. Whalen, R. Wheate, T. Whitcombe

Regrets: B. Deo, L. Dohler, H. Empey, M. Erickson, S. Horianopoulos, M. Mandy, M. Murphy, D. Nyce, G. Payne, R. Robinson, A. Saenz, T. Summerville,

Absent: L. Handfield, M. Peterson, M. Prevost

The meeting commenced at 3:31 p.m.

1.0 Acknowledgement of Territory

The Chair acknowledged the traditional territory of the Lheidli T'enneh Nation and other First Nations the University works with throughout northern British Columbia.

The Chair welcomed new Faculty Senators Ian Hartley, Peter Jackson, Thomas Tannert, and Matt Reid, and the new South Central Regional Senator, Laurey-Anne Roodenburg.

**2.0 S-201708.01
Approval of the Agenda**

Blanding

That the agenda for the August 23, 2017 Public Session of Senate be approved as presented.

Amendment

Weeks

That the memorandum of understanding between Coquitlam College and the University of Northern British Columbia on guaranteed admission pathways be added to the Senate agenda as item 10.8 under the committee report from the Senate Committee on Regional Policy and Inter-Institutional Relations.

CARRIED as amended.

**3.0 S-201708.02
Approval of Senate Minutes**

Larsen

That the minutes of the June 28, 2017 Public Session of Senate be approved as presented.

CARRIED

4.0 Business Arising from Previous Minutes of Senate

4.1 Response to question re: Donors and Impact Benefit Agreements

Mr. Tribe

Mr. Tribe stated this was a question raised at the June 28, 2017 Senate meeting. The terms of all awards are vetted through the Senate Committee on Scholarships and Bursaries and are posted on the website. The Financial Aid Office encourages students to review the terms of the awards when thinking about applying for these awards. At no time is a student who is awarded these scholarships or awards ever simply expected to accept them. Students have the opportunity to decline an award. Recipients are encouraged to write a letter to donors, but this is not a requirement.

Senator Erickson stated the information needs to be clarified in communication given to students.

4.2 Response to question re: UNBC Leadership Bursary

Mr. Annear

The University Registrar stated the UNBC Leadership Bursary was a one-time only award, based on one-time funding. There was no information indicating the bursary will continue. All awards were given out (money was awarded). The timing of the award was late, so the SCSB had to work with the information they had. Letters of reference were not asked for as the deadline had closed. There were 4 questions on the application form related to leadership: involvement in the community; UNBC involvement & roles; overall / general leadership experience; and extra-curricular activities. There are other leadership awards that do require reference letters. The SCSB approved the list of recipients the morning of August 23, 2017.

4.3 Response to request re: allocation of time on Senate agenda for Prioritization of Academic Plan Recommendations

Dr. Ryan

The Provost stated there was a request at the last Senate meeting that Senate should set aside time to discuss recommendations from the Academic Plan. The discussion would be valuable, but there were questions as to how that fits with other elements like advisory committee and the priorities already offered in the Academic Plan.

A Senator stated that the suggestion was for Senate to discuss the Academic Plan in a more general sense rather than specifically discussing prioritization.

The President stated administration needs to give Senate regular updates of where the University is at with the recommendations in the Academic Plan.

A Senator suggested time be set aside in Senate to discuss all the elements of the University planning holistically.

The President stated that any report to Senate about the Academic Plan would naturally have to include those other pieces.

5.0 President's Report

Dr. Weeks

The President thanked everyone at UNBC for their outstanding response to the wildfire and evacuee situation in British Columbia this summer. There will be a "Welcome Back to Campus Barbeque" on September 19, 2017 open to the entire campus community and is partly taking place to thank everyone in their efforts in dealing with the fire tragedy.

Candy Palmater will be the next guest in the President's Speaker Series on September 19, 2017.

The Interim Vice President, Research and Graduate Programs and the President went to Georgia Tech in Atlanta. UNBC is working hard to expand the engineering program. Georgia Tech is the largest engineering school in the world, and they discussed possible partnerships.

The President travelled to China for several meetings, and Seoul, South Korea to discuss possible unique opportunities for UNBC.

Senior administrators, student leaders, the head of CUPE and the Faculty Association met with Minister Mark in August. She is from the Nass Valley and passionate about the north. The President extended an invitation to Minister Mark to attend the Wilp Wilxo'oskwhl Nisga'a convocation event in 2018.

The process continues for the Provost and Vice President Academic search. The Board received all available feedback and gave the President instruction and actions to take. Once the process is complete, he will let the University committee know the outcome of that search.

An announcement will be made soon to fill the search committee for the Vice President, Research and Graduate Programs.

A Presidential Task Force was struck to look at the possibility of an International High School at UNBC in Prince George. The University would have to partner with the high school for 2-3 years and would require the University's help through a pilot phase. The task force looked at some of the challenges, and the primary issue is space. Other options within the University's footprint are being considered.

6.0 Report of the Provost

Dr. Ryan

The Provost stated that since the enrollment numbers are in flux, the SCS decided it would better the enrollment presentation take place at the September Senate meeting.

The Provost gave a high level enrollment report. The overall registration is down by 0.4 % on a head count basis. Undergraduate registration is up 3.6 % on a head count basis and graduate registration is down 17% on a head count basis. Registration for domestic paying international student is up 2.2% on a head count basis and registration for international students paying international tuition is up 33% on a head count basis. The Registrar's Office informed the Provost that there are still a number of applications in process. The graduate numbers are down partly due to several programs that are completed in cohorts and do not have intakes every year. Graduate registrations are also typically submitted later than undergraduate registrations. There should be a better appreciation of the enrollment numbers after the add drop date. The Provost thanked everyone involved in the recruitment and enrollment activities.

A Senator asked who domestic paying international students are.

The Provost stated one category is for graduate students.

The Registrar stated with some of the exchange agreements, students pay domestic fees, but this is a small number.

Action item: The Registrar will get specific numbers on how many international students pay domestic fees as per exchange agreements.

A Senator suggested the enrollment numbers be broken down in terms of cohort and non-cohort numbers in the September enrollment presentation by the Provost.

The Provost asked Senators to forward him any other ideas they may have in how they would like to see the enrollment numbers broken down, and he will try to provide that information.

7.0 Report of the Registrar

Mr. Annear

The University Registrar stated the "My UNBC Portal" is moving forward. There is a campaign to bring it to the attention of students in conjunction with IT, Student Services, Recruitment, Marketing and the student societies. Services which are currently provided and will be provided by the portal include things students have used in the past through different access points. There will be changes made to the website and students will be directed to the new portal.

In conjunction with IT, the Registrar's Office is beginning the process of putting in place an online application on the Education Planner BC website. There were two preliminary meetings between UNBC's IT and technical teams and the ministry representatives for the project. A project charter is being finalized and should be completed in the next week. There will be additional meetings to engage other stakeholders on campus. Questions, concerns or thoughts regarding this project can be emailed directly to the University Registrar.

Representatives from the BC Council on International Education were on campus August 22 and August 23, 2017. They met with staff from the International Education Office and the Office of the Registrar to review UNBC's international admissions process, provide feedback and suggest potential improvements.

8.0 Question Period

The President stated the Northern Marketing Campaign received funding from the provincial government to hire a marketing consultant and put together a campaign. That work has largely been done. The Northern Marketing Initiative will be launched September 22, 2017. The initiative will be advertised on social media, print media and video. The purpose of the campaign is to market northern BC as an education destination.

A Senator stated in March a motion was approved by Senate to change the composition of the senior academic administrative search committees. His understanding is it went to the Board. The Senator asked where the proposal was in the approval process.

The University Secretary stated the proposal went to the Board's HR Committee in June. The HR Committee directed the University Secretary to revise the draft procedures. The revised draft procedures will go to the HR Committee for discussion on September 13, 2017. If the draft procedures are approved by the Board in September, then the procedures will be taken to the SCS and Senate in September. If the Board does not approve the procedures, they will be returned to the Board's work plan for discussion at the November Board meeting. Once the Board approves the procedures, they will be returned to Senate for approval.

The Senator stated that Senate would likely appreciate that this be moved on quickly so that with the next senior academic hire, that composition be in place.

The President stated the proposal is in the works and will come back to Senate once approved by the Board.

A Senator stated the Associate Vice President, People, Organizational Design and Risk commented on placing people on the committee after the search consultant is chosen. He was in agreement with another Senator's past comments that committee members should be chosen before the consultant if possible.

The Associate Vice President, People, Organizational Design and Risk stated the process is complex and it would be difficult to hire a search consultant after committee members are chosen. UNBC's HR department supports the process; however a majority of the work is completed by the search firm. The process could be reviewed with the current search consultant and search committee.

A Senator asked what colleges have partnered with UNBC in the Northern Marketing Campaign.

The President stated Northwest Community College, College of New Caledonia and Northern Lights College are working together with UNBC on the campaign.

The Senator asked if the marketing will focus outside or within the north.

The President stated the campaign will first target the Lower Mainland, and then the rest of Canada and internationally.

A Senator asked why UNBC uses search consultants for administrative positions.

The President stated UNBC uses search consultants because they are professionals; they can garner more interest in positions; the entire process of hiring is embedded in many laws and legalities; and it keeps the cost of hiring down. The Associate Vice President, People, Organizational Design and Risk added search consultants are better at sourcing candidates, especially for highly competitive senior administrative positions.

A Senator asked if the search for candidates for the Provost positions had been done yet.

The President stated the process was ongoing and the policy was being followed.

- 9.0 Removal of Motions from the Consent Agenda** **Dr. Weeks**
There were no motions on the Consent agenda.
- 10.0 Committee Reports**
- 10.1 Senate Committee on Academic Affairs** **Dr. Ryan**
None
- 10.2 Senate Committee on Admissions and Degrees** **Mr. Annear**
None
- 10.3 Senate Committee on First Nations and Aboriginal Peoples** **Dr. Ryan**
None
- 10.4 Senate Committee on Scholarships and Bursaries** **Mr. Annear**

“For Approval” Items:

S-201708.03

New Canada 150th Anniversary International Scholarship

Whitcombe

That, on the recommendation of the Senate Committee on Scholarships and Bursaries, the new Terms and Conditions for the Canada 150th Anniversary International Scholarship be approved.

Effective Date: 2018-2019 Academic Year

CARRIED

S-201708.04

Revised UNBC Scholars Award

Whitcombe

That, on the recommendation of the Senate Committee on Scholarships and Bursaries, the revised Terms and Conditions for the UNBC Scholars Award be approved.

Effective Date: 2018-2019 Academic Year

CARRIED

“For Information” Item:

SCSB20170628.03 (approved)

New Beatrice J. Stanley Memorial Award

That the new Terms and Conditions for the Beatrice J. Stanley Memorial Award be approved.

Effective Date: 2017-2018 Academic Year

“For Approval” Item:**S-201708.05****Recommendation of Senate Committee Members to Senate**

Casperson

That, on the recommendation of the Senate Committee on Nominations, the following candidate, who has met all eligibility requirements to serve on the Senate committee as indicated, be appointed as proposed.

Effective date: Immediately upon approval by Senate

SENATE COMMITTEE POSITION TO BE FILLED
(except as otherwise noted, all terms begin immediately)

CANDIDATE**SENATE COMMITTEE ON ADMISSIONS AND DEGREES**

Graduate Student (03/31/2018)

Ms. Megan Khan

Further nominations were sought from the floor, and there being none, the motion was CARRIED.

A Senator requested a list of the current Senate committee vacancies be sent to Senators

Action item: Ms. Howitt is to send an updated list of Senate committee vacancies to Senators.
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Action item: The Chair of the SCN will report on outstanding Senate Committee vacancies at the September Senate meeting.

10.6 Steering Committee of Senate

None

10.7 Ad Hoc Committee of Senate Considering Motion S-201603.16**Mr. Annear**

Report of Ad Hoc Committee of Senate Considering Motion S-201603.16.

The University Registrar stated the ad hoc committee met and made a number of observations about the current appeal process. The ad hoc committee would like the report to be given to SCAA, so they can make changes to the academic appeal process. The University Registrar is also reviewing the information and considering how to make the appeal process more transparent for students. There will be a meeting with the University Secretary to review both academic and student misconduct appeals.

10.8 Senate Committee on Regional Policy and Inter-Institutional Relations**Dr. Dale****S-201708.0501****Memorandum of Understanding Between Coquitlam College and the University Of Northern British Columbia**

Ryan

That, on the recommendation of the Senate Committee on Regional Policy and Inter-Institutional Relations, the memorandum of understanding between Coquitlam College and the University Of Northern British Columbia on guaranteed admissions pathways be approved as proposed.

Effective Date: Upon the approval of Senate

CARRIED

11.0 Approval of Motions on the Consent Agenda**Dr. Weeks**

There were no motions on the Consent Agenda.

12.0 Other Business

12.1 Notice of Motion – June 28, 2017

Dr. Casperson

“For Approval” Item:

S-201708.06

Endorsement of Recommendation on Pages 7--8 of the Academic Action Plan -- Draft Recommendation

Casperson

That the Senate specifically endorses the recommendation on pages 7--8 of the Academic Action Plan -- Draft Recommendation, namely the recommendation to create an advisory committee;

and furthermore, that the Senate recommend to the Board of Governors that it also specifically endorse this recommendation.

Effective Date: Immediately upon approval by Senate

CARRIED

13.0 In Camera Session

None

**14.0 S-201708.08
Adjournment**

Whitcombe

That the Senate meeting be adjourned.

CARRIED

The meeting ended at 4:26 p.m.



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON REGIONAL POLICY AND INTER-INSTITUTIONAL RELATIONS (SCRPIIR)

PROPOSED MOTION

Motion: That the memorandum of understanding between Coquitlam College and the University of Northern British Columbia on guaranteed admissions pathways be approved as proposed

Effective Date: Upon the approval of Senate

Proposed by: Dr. Mark Dale, Dean of Regional Programs

Faculty / Academic Department: Regional Programs

Implications for Other Programs / Faculties: None

Rationale: Provides clarity for students and encourages transfer. (No change to rules)

Faculty Council / Committee Motion Number: N/A

Faculty Council / Committee Approval Date: N/A

TO BE COMPLETED AFTER SCRPIIR MEETING

Brief Summary of Committee Debate: Approval of MOU between Coquitlam College and UNBC

Motion No.: SCRPIIR201706.22

Moved by: Glen Schmidt

Seconded by: Titi Kunkel

Committee Decision: CARRIED

Attachments:

Approved by SCRPIIR: June 23, 2017
Date

Bh. Schreiff
Chair's Signature

For recommendation to **, or information of** _____ **Senate.**



**COQUITLAM
COLLEGE**
Established 1982

Memorandum of Understanding

*Guaranteed Admission Pathways
For students from Coquitlam College to
The University of Northern British Columbia
2017 – 2022*

Memorandum of Understanding between The University of Northern British Columbia (UNBC) and Coquitlam College 2017 – 2022

This Memorandum of Understanding (MOU) has been established between The University of Northern British Columbia (UNBC), Prince George, British Columbia, and Coquitlam College, Vancouver, British Columbia. Both institutions are committed to improving the success and attainment of baccalaureate degrees by students transferring from Coquitlam College to UNBC. To assist students with the process and to help them understand the requirements of transferring, The University of Northern British Columbia and Coquitlam College agree to collaborate in facilitating the transition of students from Coquitlam College to UNBC.

As well, both institutions may agree to pursue other initiatives that will enrich the global education experience for their students and faculty. To this end, the parties have established the following agreement.

- a) The parties mutually agree to work in partnership to implement the specific terms of this agreement, for students transferring to UNBC as of September 2017;
- b) Each institution shall designate a liaison officer to develop and coordinate the activities identified. Either party may change the liaison officer at any time upon notice to the other party;
- c) The parties agree to work together to improving transfer student success and attainment of baccalaureate degrees;
- d) The parties agree to explore other activities of mutual interest as agreed upon by both institutions;
- e) The parties agree to consult annually on the status of the collaboration and any relevant matters;
- f) Projects developed under the MOU will be subject to all internally and legislatively required polices, practices and approvals at both institutions prior to implementation;
- g) The parties agree that this MOU will remain in effect for five (5) years from the date of signature, or until one of the parties requests its termination, whichever comes first. Notice of termination shall be given at least three (3) months prior, and shall not impact on any initiative already in the implementation phase. The duration of this MOU may be extended upon mutual agreement.

Purpose

The purpose of this agreement is to provide guaranteed pathways for students to continue their studies at UNBC, and to outline the terms and conditions for students from Coquitlam College transferring to UNBC.

1. Academic and Non-Academic Regulations/Policies

- 1.1 Students will be subject to all academic and non-academic regulations/policies of UNBC, including those related to transfer students.

2. Admission Requirements

2.1 Coquitlam College applicants who have completed the Associate of Arts or Associate of Science degree will be considered for admission to Year 3 of Bachelor's programs at UNBC as external transfer students. Such students will be admitted to a specified degree program and must meet the eligibility requirements as specified in 2.3. UNBC currently guarantees priority admission and full transfer credit (60 credit hours) to students who have completed an Associate of Arts or Science degree, but they must complete all outstanding requirements of the baccalaureate degree not completed in the associate degree.

2.2 Coquitlam College applicants who have not completed the Associate of Arts or Associate of Science degree will be considered for admission as external transfer students on a credit-by-credit basis, based on the assessment of transfer credits for the courses completed. Students will be admitted to a specified Plan of study and must meet the eligibility requirements as specified in 2.3. The number of transfer credits granted will determine the year of study into which the students are admitted.

2.3 To be eligible for admission to UNBC, student applicants from Coquitlam College must meet the following academic requirements:

- a) A minimum cumulative GPA of 2.00, as determined by UNBC, in all university transfer courses ; admission is guaranteed for those with a cumulative GPA of 3.00 or higher; and
- b) Any specific departmental requirements for entry to a particular program of study.

3. Application Procedures

3.1 All applicants from Coquitlam College who seek full-time admission to baccalaureate degree study at The University of Northern British Columbia, whether they have completed an Associate of Arts or Science degree or not, apply through The University of Northern British Columbia.

4. Programs

4.1 Coquitlam College students who have completed the Associate of Arts or Associate of Science degree will be considered for admission to various programs at UNBC that lead to Bachelor of Arts, Bachelor of Science, or Bachelor of Health Sciences degrees. These programs and their admission criteria are provided in Appendix A. UNBC will update Appendix A annually.

4.2 Coquitlam College applicants who do not hold an Associate of Science degree will be considered for admission to various programs at UNBC on a credit-by-credit basis. In addition to meeting the minimum cumulative GPA required for admission to UNBC. Applicants may have to meet specific courses and minimum grade requirements for some programs.

5. Transfer of Courses

- 5.1 University transfer courses successfully completed by Coquitlam College applicants will be transferred at the time of admission to UNBC.
- 5.2 There will be no fee assessed to transfer courses that form part of this agreement.
- 5.3 In order to be considered eligible for transfer, a minimum grade of C must be obtained in each course and the student must be in good academic standing, as defined by The University of Northern British Columbia academic regulations.
- 5.4 A maximum of 60.0 credit hours of transfer course work will be allowed.
- 5.5 The BC Transfer Guide specifies the transferability of individual courses between the two institutions. The Transfer Guide is updated regularly. *Students with questions about the transferability of individual courses are encouraged to contact an advisor at UNBC.*

6. Transfer Student Support

- 6.1 UNBC commits to providing advising material to Coquitlam College Advisors and students.
- 6.2 UNBC will award a minimum of five 2-course tuition waiver to Coquitlam students that transfer to UNBC. These awards will be based on academic excellence, with a waiver provided in each of the first two semesters.
- 6.3 UNBC recruiters and advisors will provide an information session at Coquitlam College each year of this agreement.

7. General

Each of the parties agrees:

- 7.1 To communicate with the other party about possible or anticipated changes to the program/Plan on a timely basis so that accurate Appendices are maintained.
- 7.2 To facilitate changes mutually agreed upon, in a timely fashion.
- 7.3 To evaluate and update this MOU prior to the end of the listed period of validity or sooner as needed.
- 7.4 To develop a collaborative marketing strategy to promote the program(s). This will include regular visits to Coquitlam College by UNBC faculty and staff. Coquitlam College faculty and staff may also visit UNBC to learn more about eligible transfer programs.

8. Duration of Agreement

8.1 This agreement will come into effect on 1 September 2017 for a period of five (5) years and may be renewed by mutual consent.

8.2 This agreement will be reviewed by the parties after each academic year (no later than August).

8.3 This agreement may be terminated by either partner with a minimum of three (3) months written notice.

8.4 If the agreement is terminated, UNBC will make provision to allow any transfer students currently enrolled at the time of termination to complete their program.

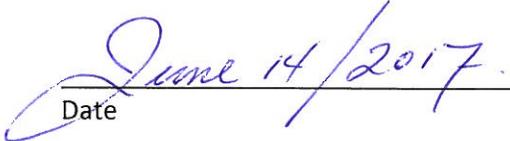
Signatures

Dan Ryan
Interim Vice President, Academic and
Provost



Will Eckford
Principal
Coquitlam College

Date



Date

APPENDIX A
Degree Programs

The following degree program majors, minimum GPA for entry, and associated course requirements (if any), will apply to Coquitlam College applicants for the 2017-18 admission cycle:

a) Bachelor of Arts

Major	Minimum GPA	Required Course(s)	Required Grade
Geography	2.0*		
Psychology	2.0*		
Environmental Studies	2.0*		

b) Bachelor of Science

Major	Minimum GPA	Required Course(s)	Required Grade
Biology	2.0*		
Chemistry	2.0*		
Computer Science	2.0*		
Environmental Science	2.0*		
Health Sciences	2.0*		
Mathematics	2.0*		
Physics	2.0*		

* subject to annual review and possible revision.

* 3.0 provides guaranteed admission